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ABSTRACT

Adhering to the proven fundamentals and the same general structure as previous editions, this revision updates and expands the material in the text to cover the latest managerial systems and approaches. The book presents the principles of library and information center management in a conceptual framework as it examines dynamics within the organization (missions, goals, policies and programs, people), as well as the external forces, such as users and funding authorities, that encourage change. Focusing on the complex and interrelated functions common to all organizations and their managers, this book covers the entire spectrum: (1) "Management Development: A Historical Overview"; (2) "The Planning Process"; (3) "Organizing"; (4) "Staffing"; (5) "Directing"; (6) "Principles of Control"; and (7) "Changing Library and Information Systems." The current edition features expanded sections on the change process, strategic planning and management, and managing conflict in a technology-intense environment. Charts, diagrams, and appendixes of library policies, procedures, organizations, and other forms illustrate the text. Contains an index. (Author/AEF)

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